

# Retention and Classification Report

**Agency:** Department of Transportation. Region Two (306)

Dept. of Transportation. Region Two  
2010 South 2760 West  
Salt Lake City, UT 84104-4592  
801-887-8761

**Records Officer** Jesse Sweeten

|       |                            |
|-------|----------------------------|
| 03774 | Complaint files            |
| 22524 | Consultant project files   |
| 19065 | Materials project files    |
| 23657 | Project Manager Files      |
| 84373 | Traffic engineering files  |
| 10295 | Traffic engineering orders |

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 3774

3

**TITLE:** Complaint files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the district's Maintenance division when a citizen calls regarding a problem on a state road, such as a hazard. The information includes name of person who complains, location of problem, date, and type of complaint.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 3774

**TITLE:** Complaint files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 22524

1

**TITLE:** Consultant project files

**DATES:** Unknown-

**ARRANGEMENT:** Numerical by contract number

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document the approval to obtain consultant services. Information includes consultant's proposals, evaluations, negotiation summaries, engineering service contracts, audit reports, invoices, warrant requests, progress reports, correspondence, project manager evaluations, and post audit reports.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until contract closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy provided all audits are complete.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 22524

**TITLE:** Consultant project files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 19065

3

**TITLE:** Materials project files

**DATES:** 1930-

**ARRANGEMENT:** Alphanumerical by project number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files are created by the region's Design section and then sent to the Materials Lab, where they are retained for historical reference. The records document changes in the roadway over the years. Every time road construction work is performed, these convenience-copy records are researched, although the official copy remains with the main Construction Division of UDOT. Information includes roadway design plans, bid proposals, supplemental specifications, special provisions, and the materials book, which contains results of materials sampling.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years.

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 19065

**TITLE:** Materials project files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the research value these records hold for as long as a roadway exists.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 23657

3

**TITLE:** Project Manager Files

**DATES:** 1998-

**ARRANGEMENT:** Alphanumerical by project number.

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These files contain data collected during the concept, design and preconstruction phases of construction projects. Files may contain such documents as contracts, estimates, funding documents, scope of work files, notice to proceed with construction papers, some general correspondence and duplicates of cooperative agreements. Files are sometimes used as reference during the planning stages of future projects. They may also be subject to financial audits and future litigation.

**RETENTION:**

Retain 7 years after manager files are closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until manager files close and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.



**AGENCY:** Department of Transportation. Region Two

**SERIES:** 23657

**TITLE:** Project Manager Files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 84373

3

**TITLE:** Traffic engineering files

**DATES:** 1968-

**ARRANGEMENT:** Numerical by state route, thereunder chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the traffic control plans for construction, maintenance, and permitted operations that occur on state roads. All data on traffic operations problems are included here. Also included are event permits (for parades, bike races, etc.), work orders to put signs in, and correspondence.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy provided no litigation pending

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy provided no litigation pending.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency. The records are also subject to litigation, which is usually finalized within ten years.

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 84373

**TITLE:** Traffic engineering files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 10295

3

**TITLE:** Traffic engineering orders

**DATES:** 1964-

**ARRANGEMENT:** Numerical by route, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are the official legal documentation of speed limits, no parking zones, and similar regulations. When signed, they become the law. The information includes actual speed limit, location, and signature of the authorized body.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Legal

This disposition is based on the legal importance of the records. They are often the subject of litigation.

**AGENCY:** Department of Transportation. Region Two

**SERIES:** 10295

**TITLE:** Traffic engineering orders

(continued)

**PRIMARY CLASSIFICATION:**

Public